



Matching an OCLC Record to Your Video or Sound Recording Cheat Sheet

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This cheat sheet is posted at <https://support.librariesofrsa.org/project/matching-an-oclc-record-to-your-video-or-sound-recording/>.

If you have questions about this cheat sheet, please contact the RSA Help Desk at help@rsanfp.org or 1-866-940-4083.

Below is a chart of the fields to compare between the OCLC record and your video or sound recording. **The most important fields to compare appear in bold.**

FIELD	FUNCTION
040 DLC	<p>Library of Congress as Cataloging Source This field may or may not be present on the record.</p> <p>When possible, use a record created by the Library of Congress, indicated by DLC in the 040 field.</p> <p>Example: 040 __ DLC beng erda cDLC dGMPMT dCCPLG dHRF dGL4 dOCLCF</p> <p>The Library of Congress, however, does not create a record for every video and sound recording published in the United States.</p>
040 b eng	<p>English Language Record This field may or may not be present on the record.</p> <p>If present, the 040 b should contain eng, or the 040 b will not be present at all. 040 b eng and the lack of it both indicate certain fields on the record, such as the physical description in the 300 field, will appear in English.</p> <p>Example: 040 __ DLC beng erda cDLC dGMPMT dCCPLG dHRF dGL4 dOCLCF</p> <p>If you are unable to find an English language record that matches your video or sound recording, create a brief record following the instructions in this guide.</p>
020	<p>ISBN This field may or may not be present on the record.</p>

	<p>When comparing a record to your video or sound recording, check the ISBN printed on the back of the container.</p> <p>The ISBN may appear as 10 or 13 digits or both.</p> <p>Examples: 020 __ 9780792794097 020 __ 0792794095</p> <p>ISBN should <i>not</i> be the only field considered. Be sure to look at the rest of the fields in bold in this chart.</p> <p>If you find an ISBN on your video or sound recording that needs to be added to the existing record, either brief or OCLC, email help@rsanfp.org.</p>
<p>024</p>	<p>UPC Number This field may or may not be present on the record.</p> <p>Check the back of the video or sound recording's container for a 12-digit UPC number, located beneath a scannable barcode.</p> <p>Example: 024 1_ 191329133934</p> <p>UPC should <i>not</i> be the only field considered. Be sure to look at the rest of the fields in bold in this chart.</p>
<p>028</p>	<p>Publisher Number This field may or may not be present on the record.</p> <p>Check for this variable length of letters and numbers printed on the surface of the disc or on the container, including the spine.</p> <p>Example for a DVD: 028 42 1000806452 bDreamWorks Animation q(container)</p> <p>Example for a music CD: 028 02 19658-83418-2 bRCA</p> <p>Example for a book on CD: 028 02 PRHA 10007 bRandom House Audio</p>

	<p>Publisher number should <i>not</i> be the only field considered. Be sure to look at the rest of the fields in bold in this chart.</p>
<p>1XX (usually 100)</p>	<p>Author This field may or may not be present on the record.</p> <p>For audiobooks, compare the author on the record to the author printed on the surface of the disc.</p> <p>Do not use the author on the audiobook container as the point of comparison unless there is no author on the disc.</p> <p>Example: 100 1_ Roberts, Nora, eauthor.</p>
<p>245</p>	<p>Title This field should always be present on the record.</p> <p>Compare the title on the record to the title printed on the surface of the disc.</p> <p>Do not use the title on the container as the point of comparison unless there is no title on the disc.</p> <p>Examples: 245 10 What the chicken knows : ba new appreciation of the world's most familiar bird / cSy Montgomery.</p> <p>245 10 Trolls band together / cDreamWorks Animation presents ; directed by Walt Dohrn ; produced by Gina Shay ; co-director, Tim Heitz ; screenplay by Elizabeth Tippet.</p>
<p>260</p>	<p>Publication Information This field may or may not be present on the record.</p> <p>Check the surface of the disc to see if the publisher location, publisher name, or publication year are printed on it.</p> <p>If there are different copyright dates on the disc versus the container, use the date that is on the disc.</p> <p>Do not use the publication information on the container as the point of comparison unless there is no publication information on the disc.</p>

	<p>If there is no publication date on the disc or container, use copyright date as the implied publication date.</p> <p>Example: 260 __ [Alexandria, Va.] : bPBS Home Video ; aHollywood, CA. : bDistributed by Paramount Home Entertainment, cc2006.</p>
264	<p>Production, Publication, Distribution, Manufacture, or Copyright Information This field may or may not be present on the record.</p> <p>The second number (or “indicator”) that appears to the right of the 264 on the record specifies the type of information described by that 264 field:</p> <ul style="list-style-type: none">264 _0 Production information264 _1 Publication information264 _2 Distribution information264 _3 Manufacture information264 _4 Copyright notice date <p>Check the surface of the disc to see if publisher location, publisher name, or publication year are printed on it.</p> <p>If there are different copyright dates on the disc versus the container, use the date that is on the disc.</p> <p>Do not use the publication information on the container as the point of comparison unless there is no publication information on the disc.</p> <p>If there is no publication date on the disc or container, use copyright date as the implied publication date.</p> <p>Examples: 264 _1 [New York] : bRCA, c[2023] 264 _2 [Universal City, CA] : bStudio Distribution Services 264 _4 c©2024</p>
300	<p>Physical Description This field should always be present on the record.</p> <p>Compare the number of discs in your item to the number on the record.</p> <p>Prefer records that describe each disc separately if you purchase Blu-ray/DVD combination packages, and if your library barcodes and circulates each disc separately.</p>

	<p>Prefer a single comprehensive record that describes a complete season of a TV series, with the multi-disc set assigned a single item ID, rather than each disc in the set assigned its own item ID.</p> <p>Ensure the run time on the OCLC record matches the run time printed on the container. The run time from the container may approximate the actual run time.</p> <p>If there is a sizeable discrepancy -- more than 10 minutes -- between the run time listed on the container and the run time on the OCLC record, create a brief record following the instructions in this guide.</p> <p>Examples: 300 __ 2 videodiscs (1 hr. 31 min.) : b sound, color ; c 4 3/4 in. 300 __ 1 audio disc (33:25) ; c 4 3/4 in.</p>
<p>338</p>	<p>Carrier Type This field may or may not be present on the record.</p> <p>The carrier type indicates the physical format of the resource.</p> <p>Examples: 338 __ audio disc bsd 2rdacarrier 338 __ videodisc bvd 2rdacarrier</p>
<p>347</p>	<p>Digital File Characteristics This field may or may not be present on the record.</p> <p>Compare the 347 field to your video or sound recording to verify that the record describes the correct file type and encoding format.</p> <p>The 347 field also contains other details that are helpful, but not required, to compare to your item, such as the regional encoding.</p> <p>Examples: 347 __ video file 2rdaft 347 __ bDVD video 347 __ eregion 1 2rdare</p> <p>347 __ video file 2rdaft 347 __ bBlu-ray video 347 __ eregion A 2rdare</p>

	<p>347 __ audio file 2rdaft 347 __ bCD audio</p>
<p>505</p>	<p>Contents Note This field may or may not be present on the record.</p> <p>Check this field to verify the songs, episodes, film titles, or bonus content match that of your item.</p> <p>Examples: 505 00 tGirls like you / r(Maroon 5) g(3:35) -- tPsycho / r(Post Malone, featuring Ty Dolla Sign) g(3:41) -- tIn my blood / r(Shawn Mendes) g(3:31) -- tDelicate / r(Taylor Swift) g(3:52) -- tIDGAF / r(Dua Lipa) g(3:36) -- tBack to you / r(Selena Gomez) g(3:25) -- tGrowing pains / r(Alessia Cara) g(3:11) -- tBoo'd up / r(Ella Mai) g(4:16).</p> <p>505 00 gDisc 1. tGone to Texas ; tBlue steel ; tThe bounty man ; g Disc 2. tThe bounty killer ; tButch Cassidy and the Sundance Kid ; tThe price of power.</p>
<p>538</p>	<p>System Details Note This field may or may not be present on the record.</p> <p>Compare the 538 field to your video recording to verify that the record describes a DVD or Blu-ray format.</p> <p>The 538 field also contains other details that are helpful, but not required, to compare to your item, such as the widescreen or full screen aspect ratio.</p> <p>Examples: 538 __ DVD, widescreen (1.85:1), Dolby digital 5.1 surround.</p> <p>538 __ Blu-ray, 1080p high definition, 16x9 widescreen (1.37:1), Dolby digital 1.0, requires Blu-ray player.</p>
<p>546</p>	<p>Language Note This field may or may not be present on the record.</p> <p>This note indicates the language of the dialogue and subtitles.</p> <p>Examples: 546 __ English dialogue; subtitled for the deaf and hard-of-hearing.</p>

	<p>546 __ English, Spanish or French dialogue; English DVS (descriptive video service); optional Spanish or French subtitles; English SDH (subtitles for the deaf and hard of hearing).</p> <p>546 __ Text in English, French, and Spanish.</p>
<p>6XX (usually 650 or 651)</p>	<p>Subject Headings These fields may or may not be present on the record.</p> <p>Subject headings indicate what the video or sound recording is about. Retain all subject headings regardless of their source.</p> <p>Examples: 650 _0 Olympics vJuvenile films. 650 _0 Human-animal relationships vDrama. 650 _0 Female friendship vFiction. 651 _0 Normandy (France) xHistory, Military y20th century.</p>
<p>655</p>	<p>Genre Headings These fields may or may not be present on the record.</p> <p>Genre headings indicate what kind of video or sound recording it <i>is</i>, not what it is <i>about</i>. Retain all genre headings regardless of their source.</p> <p>Examples: 655 _7 Feature films. 2lcgft 655 _7 Historical films. 2lcgft 655 _7 Television series. 2lcgft 655 _7 Audiobooks. 2lcgft</p>